

## Position Description

Labor Category/FLSA: Non-exempt

\_\_\_\_\_ Current or X Proposed Specific Description

Date Prepared: 06/25/2003

Approving

Official:

Name: Melissa Keller

Signature: [Signature] 7/07/03

Title: Human Resources Specialist

Position Title/Series/Grade: Custodial Worker, WG-3566-1

REFERENCE: OPM/FWS Job Grading Standard for Custodial Worker TS-2, WG-3566, dated 9/68

**DETERMINATION OF TITLE AND SERIES** This position is designed to provide janitorial and custodial work, such as sweeping, scrubbing, and waxing floors; washing windows and walls; dusting and polishing furniture and fixtures; and emptying waste cans. Work is done by hand or with powered equipment. Therefore, the duties are appropriately classified to the WG-3566 series with the assigned title of "Custodial Worker".

Final Title : CUSTODIAL WORKER, WG-3566

**DETERMINATION OF GRADE:** This position is designed to provide janitorial and custodial work to the entire Gerontology Research Center. Grade 1 custodial workers do a variety of cleaning tasks which require light physical effort, and involve the use of hand or lightweight powered cleaning equipment. Specific instructions are provided on what to clean and the methods to use. The subject position fits this description of the Grade 1 level.

This position fails to meet the WG-2 level because at this level the Custodial Workers do work which involves higher levels of skills, knowledges, responsibility, physical effort, or working conditions than those described at the Grade 1 level.

**FINAL CLASSIFICATION:** Custodial Worker, WG-3566-1

**FLSA DETERMINATION:** Non exempt

## **CUSTODIAL WORKER**

### **WG-3566-1**

#### **INTRODUCTION**

This position is located in the Office of the Scientific Director, National Institute on Aging (NIA), which has overall responsibility for managing the research activities of the Intramural Research Program (IRP). The NIA IRP conducts research into the fundamental biological, biochemical, physiological, medical, psychological and social aspects of the aging process in living organisms, including humans.

Approximately 600 Federal employees, postdoctoral fellows, contractor staff, guest researchers, and visiting scientists conduct or support aging research. The IRP has a \$85 million annual budget. More than 90 percent of the employees work in Baltimore at the Gerontology Research Center (GRC) and in space that is leased on the Johns Hopkins Bayview Medical Center (JHBMC) campus. The GRC is a Federally owned facility consisting of laboratory, animal, clinical and office space, which is adjacent to the JHBMC campus. The remaining NIA employees and guest scientists work in NIH's Bethesda campus or at the NIH's animal facilities in Poolesville, MD.

#### **MAJOR DUTIES**

1. Cleans laboratories, office areas, and reception areas which require the use of hand or powered cleaning equipment. Sweeps, mops, waxes and polishes floors using floor scrubber and buffer. Dusts, waxes and polishes furniture. Vacuum cleans rugs. Empties wastebaskets. Cleans and disinfects kitchen equipment. Wash walls, windows, and blinds that can be reached without climbing ladders or scaffolds.  
45%

2. Keep restrooms in clean, orderly, and sanitary condition. Sweep, scrub, and wax floors. Clean, disinfect, and deodorize lavatories, urinals, and toilet bowls. Clean mirrors, sinks, and water fountains. Dust ledges and woodwork. Replace deodorizers, toilet tissue, hand towels, and soap. Note condition of restroom and reports to supervisors broken windows, water leaks, clogged drains, and other conditions requiring maintenance.  
40%

3. Keep a stock of cleaning materials and equipment needed to do the work. Tell supervisors when more materials are needed or when equipment is in need of repair or replacement.  
15%

Performs other duties as assigned.

#### **SUPERVISION AND GUIDANCE RECEIVED**

After receiving work assignment from supervisor, works independently. Is accountable to supervisor for amount and quality of work performed. Supervisor will check overall work to see that it meets accepted standards. Work is assigned orally. Incumbent must exercise care in cleaning very delicate equipment and controls.

**SKILL AND KNOWLEDGE**

Knowledge of the proper usage of a variety of special cleaning and sanitizing solutions. Ability to use common cleaning tools and lightweight vacuum cleaners. Ability to use powered waxers and buffers.

**RESPONSIBILITY**

The supervisor provides specific oral and written instruction on what to do and when to do it and is usually not required to use judgment, since incumbent's work is scheduled for them and is checked upon completion.

**PHYSICAL EFFORT**

The work involves light physical effort, such as that involved in using vacuum cleaners and dry mops; running lightweight powered scrubbers and buffers; continually standing, bending, stooping, and reaching; frequently lifting and emptying wastebaskets; frequently pushing carts loaded with dirty laundry or waste paper; and occasionally lifting and carrying items weighing up to about 9 kilograms (20 pounds).

**WORKING CONDITIONS**

Works inside. Indoor working conditions normally have adequate heat, light and ventilation. Incumbent is exposed to dirt and disagreeable odors. Normally, there is a chance only of minor injuries, e.g., cuts and bruises.